



King County

Social Media Mobile Studio



Setup Guide

Questions? Contact Christine.Lange@kingCounty.gov or call (206) 263-9752.

Step 1: The Complete Toolkit

In your toolkit, you will find the following items:



- Ring Light
- iPad and Charger
- iPad Holder
- Extension Cord
- Clamp
- Wireless Receiver
- Microphone and Wireless Pack
- Wireless Cord Adapter
- Tripod

Make sure all of these items are present. The light is not necessary for filming, but it helps with close interviews or low-light environments.

Step 2: Set Up the Tripod

Un-lock the legs at one or both joints to extend the telescoping poles. Use your thumb to flip the gray clips upward:



Fully extended, the tripod should stand at about shoulder height.



Step 3: Put the iPad Holder on Top



Note: The iPad holder has a small half-circle cutout on one of the legs to allow for the camera to film.

The holder clips onto the tripod, if you slide the “slanted” or “wedge” edge into the opposite side as the light gray thumb release on the tripod. Push the the light gray thumb release back, then slide in the “wedge edge” of the holder and release to lock it in place:



Step 4: Put the iPad Into the Holder



Put the home button on the right hand side. Insert the bottom of the iPad into the lower arms of the holder, and push the top in until it "clicks" in place.



Be sure the camera lines up with the cutout on the holder.

Step 5: Set Up the Audio System

At this point, you can film without audio or lights. But, these additional steps will make your video seem more professional.

If it's not already attached to the tripod (it should generally be already attached to the tripod when you open the kit), put the clamp onto the one unpadded leg that has the "Manfrotto" logo:



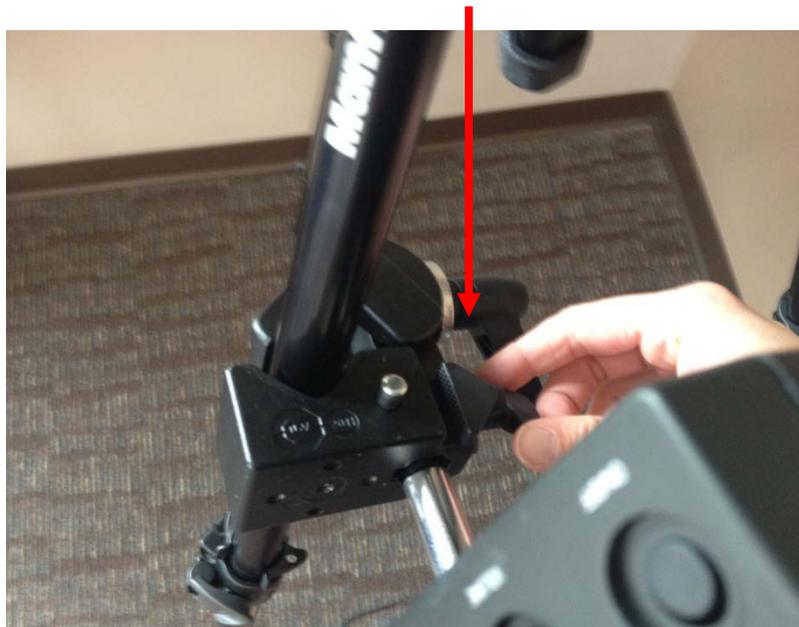
The next step is to connect the wireless receiver to the clamp. The wireless receiver will have this metal post taped to the bottom:



Push the silver knob on the clamp down to insert the metal post into the holder:



Once inserted, tighten the knob on the side of the clamp to secure the connection and prevent wobbling.



The receiver should now be securely attached to the tripod. Attach the XLR cable and iPad adapter to the back of the receiver. Be sure that the side of the receiver with the iPad adapter corresponds to the port on the iPad so the cord of the adapter will reach it.



Plug the receiver cable into the iPad input.



Plug the receiver directly into the wall, or use the extension cord.



Turn the receiver on, and ensure the volume is turned up. Then set the channel to match the channel on the wireless lapel microphone pack.





When the toggle switch is "on" the channel will display on the front of the pack. To Change the channel, slide off the battery case, and push the button on the inside. To change the volume on the pack, use the end of the battery cover to turn the gray knob. Fresh batteries are in the bag, as they run out quickly – replace before anything very long to ensure they don't die in the middle. (NOTE: Ensure the switch at the top is set to "on" and not "mute" – an easy mistake to make.)

Step 6: Attach the Light (Optional Step)

If you are doing close-up interviews, or working in an area with low-light, then you will want to use the ring light. It's good at a distance from 3 to 15 feet.

After unscrewing one of the two screws, with one hand wrap the clamp part of the light around the middle pole of the tripod, while securing the base of the lamp against the two padded tripod legs and holding the lamp.



When the light is securely attached, plug it in and you are ready to start filming.



Additional Information: iPad Apps

On the iPad, you have several tools at your finger tips, without having to sign in to social media or email accounts:

- **iMovie:** quickly edit video you have just filmed to add captions and transitions
 - **Ustream:** stream video live to the internet.
 - **Vimeo:** Upload videos from the camera or iMovie to the web
 - **Facebook:** Account is Dow's official page.
 - **Twitter:** Account is @kcexec
 - **Email:** kcexec@kingcounty.gov
 - **Dropbox:** Share or save large video files



Should any of this equipment become lost or stolen

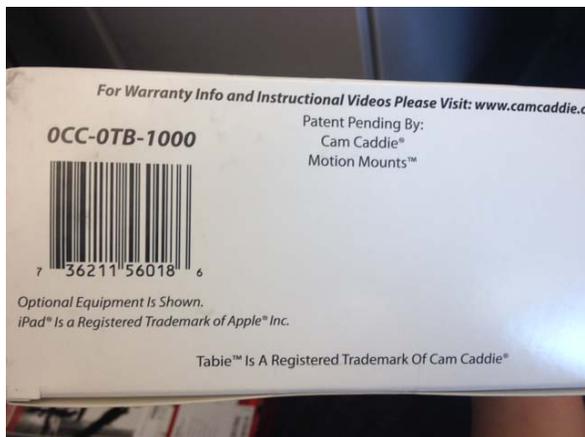
- 1) Report it to police, and provide them with the following serial and ID equipment numbers.
- 2) Call Rosa Orams in the Executive Office at (206) 263-9635, and then Christine Lange at (206) 263-9752.
- 3) If the iPad has been stolen, remotely wipe the device clean and delete all hard drive information and account information for social media by following these steps:
 - a.
 - iPad serial numbers:



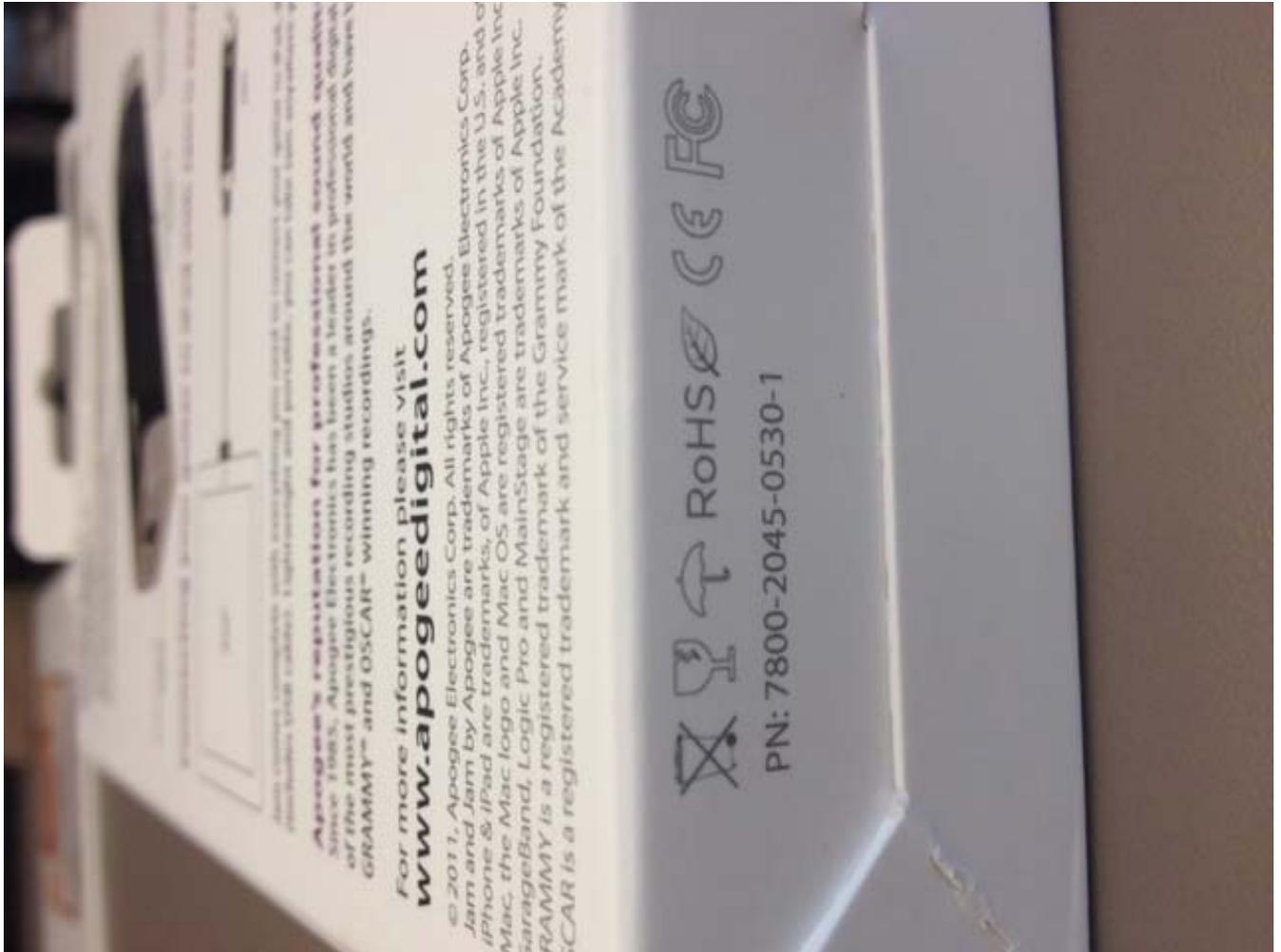
IMEI: 013214006688206

Serial Number: DYTHPK69DVGL

- iPad holder ID numbers:



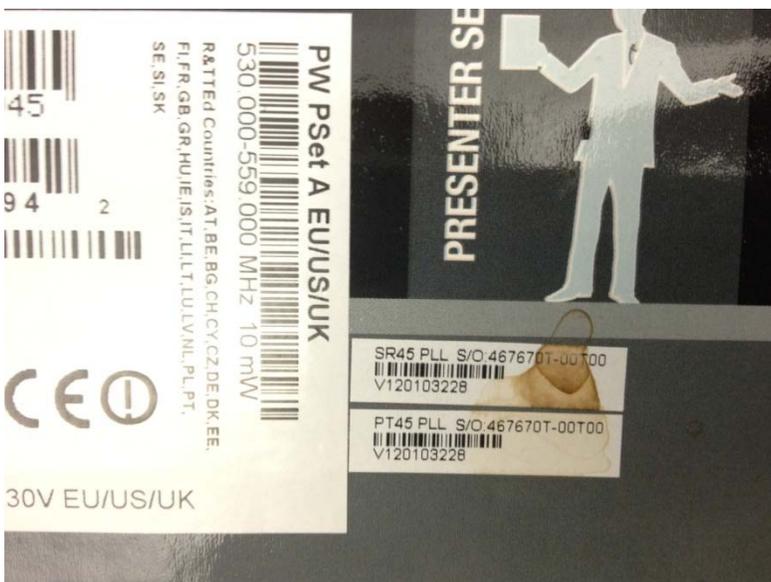
- Audio adapter packaging:



- iJam ID (XLR Adapter)



- Wireless audio receiver serial number:



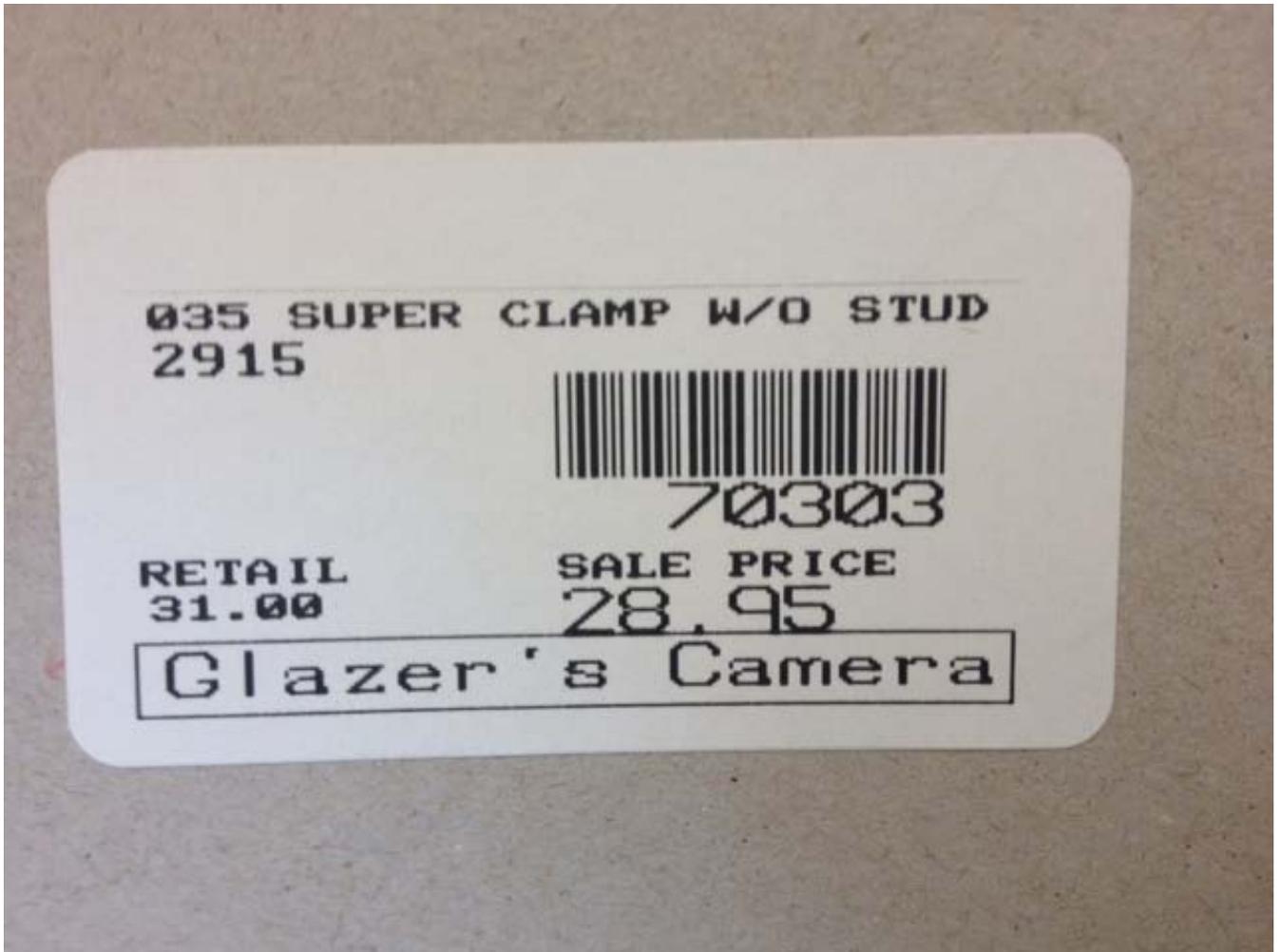
- Tripod details:



- Tripod swivel quick release head adapter details:



- Clamp details:



- XLR Adapter packaging:



- Ring Interview Light Info:



- Additional photos of product packaging:





